

## How to Use the Moving Services and State Surplus Disposal Services Statewide Contract

**Contract #:** FAC78

**Contract Duration:** 06/01/12 to 06/30/15

**MMARS #:** FAC78\*

**Options to renew:** One for 12 months

**Contract Manager:** Peter Etzel 617-720-3397 [peter.etzel@state.ma.us](mailto:peter.etzel@state.ma.us)

**This contract contains:** **Supplier Diversity Office (SDO), Environmentally Preferable Products (EPP) & Prompt Payment Discount (PPD) Programs**

**Last change date:** 5/21/2013

### Contract Summary

This contract covers Commercial Moving Services and State Surplus Disposal Services for moves of all sizes both intrastate and interstate. Contract Services include but are not limited to providing estimates, consultation service and scrap office furniture removals. Labor is covered under Commonwealth Prevailing Wage Rates except for “school room furniture” moving (Topical Outline of Massachusetts Prevailing Wage Law 3/6/12 page 51).

### Benefits and Cost Savings

- An RFQ process is required from 2 or more vendors that supports Best Value
- Transparent pricing is available on the Forms & Terms tab of Comm-PASS
- Cost estimates will be free of charge
- Vendors have agreed to respond to requests for written cost estimates within 72-hours of a site visit
- Vendors offer special inside office cranes to lift and move file cabinets without damage
- Site Supervisors are available for each move supporting consulting, pre-move meetings and full move
- Consultation services include planning and relocation services to facilitate the smooth execution of each move
- Vendors have agreed to obtain all required permits and notify entity of their costs within the total quoted cost
- Vendors have agreed to pack, remove and transport Surplus Furniture within the total quoted cost

### Who Can Use This Contract?

**Applicable Procurement Law:** MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

#### Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required;
10. Other entities when designated in writing by the State Purchasing Agent.

## Pricing and Purchase Options

### Price & Acquisition

- Best Value: Eligible Entities are required to obtain quotes from multiple (2 or more) vendors to obtain “Best Value.”
- Vendor pricing: is provided under the “Forms and Terms” tab labeled “Price List All Vendors.”
- Prevailing Wage Rates: **Required** for all moves except for “school room furniture” moving. While the Prevailing Wage rate schedule is posted under the “Forms and Terms” tab each Eligible Entity is **required** to request their own Prevailing Wage rate for each moving job. Prevailing Wage rate information and forms can be found at [Department of Standards](#). Eligible Entities **must** receive a certified payroll record from the vendor prior to paying any invoices.
- Travel Expenses: can be billed at a two (2) hour maximum. Eligible Entities are not required to pay for additional travel time over 2 hours.
- Other Expenses: No meals, commuting expenses, fuel surcharges, lodging, incidental expenses or other expenses can be billed to the user entity.

**Contract Pricing:** To ensure contract pricing, orders should include reference to SWC FAC78. Be sure that the contractor confirms your account number is linked to FAC78.

## Additional Information

### Geographical Service and Delivery Areas

- All vendors have agreed to provide Commercial Moving Services and State Surplus Disposal Services to the entire Commonwealth of Massachusetts and other states as requested.
- All vendors have agreed to perform all sizes of intrastate and interstate moves.

### Cost Estimates

- Obtain multiple quotes (2 or more) for moving material from its present site to the next site location.
- Quotes will be based on Prevailing Wage except for “school room furniture” moving.
- Cost estimates will be free of charge.
- Cost estimates will be inclusive of proposed number of employees, size of vehicle(s), amounts of materials to be used; the number of hours detailed, the estimated number of days to complete the move, and estimated total move cost.
- Turnaround time for cost estimates will be no more than 72 hours from site visit.
- Before a purchase order is generated the cost estimate **must** be agreed upon.

### Statement of Work (SOW) requirements

- User is to provide Prevailing Wage sheets with the initial request for quote, which become part of the SOW.
- Specify the time and place for the move survey.
- Clearly detail the service being provided and dates to be performed.
- Identify whether or not the location(s) have freight elevator access and if so are there any special procedures for scheduling it. Older buildings do not necessarily have either a passenger or a freight elevator. If it is a leased facility, the freight elevator is generally under the control of the landlord for scheduling purposes.

- Users are required to provide vendors with complete detailed lists of items to be moved, or approve lists drawn up by vendors on site visits, including dates/times that items that can be moved, special handling requirements, on site contact person and contact numbers/email, and any other special instructions.
- Users cannot hold vendors responsible for items not specified on the user approved list.
- The transportation and storage of confidential material and records should be identified with clear and specific security procedures in place. The use of locked and secure vehicles should be identified with continuous oversight, security and control specified. Specific requirements and/or protocols should be detailed to ensure confidentiality.
- Vehicles may be inspected by Eligible Entities to ensure that all vehicles used in these services will allow for property transported being in a closed van/truck with protection from weather elements.
- Padding will be used for all furniture and equipment and boxes used will be easily identified. Shrink wrap will be used for any open carts, unlockable cabinets or equipment with loose or movable parts.
- Vendors have agreed to provide waste removal and recycling services which should be clearly stated along with same day cleanup of all areas involved in the move.
- Clearly identify the equipment, materials and tools required to conduct a commercial and office move, which will also become evident during a site visit.
- The number of vendor employees will be identified in advance and be required to wear identification displaying the moving company's name (such as identification badge, company uniform, T-shirt).
- Include specific dates and times for the move to occur and if there is and in-transit storage or additional pick-ups that must be identified in advance.
- Many moves require the use of special heavy duty equipment to relocate cabinets, empty and/or filled which need to be identified during the site visit. Such special equipment has included inside office cranes that can lift and move file cabinets without damage.
- Be sure to identify the location of all special electronic equipment, fragile equipment, items of special value and requiring special professional handling. Proper packing and moving equipment for computer and computer related moves need to be clearly stated. The Eligible Entity may request the vendor to identify their experience moving computer and computer related equipment. The Eligible Entity will identify when they will disconnect and unplug all computer cables and plugs to all computer and computer related equipment prior to the move.
- Separate agreements are suggested covering specialty moving services: antiques, large musical instruments (such as harps or pianos), museums, libraries, rigging, and reassembly/reinstallation by a manufacturer certified technician either as prime movers or through sub-contracting of movers who specialize in these services. Sub-vendors will be held to the same rates as the prime movers.
- Services that include emptying and packing contents of bookcases, storage cabinets and racks at the point of origin with reversing the process at the final destination must be clearly stated and identified during the site visit. This should also include costs for disassembling shelving and related cabinets with all hardware securely attached without damage to the surface of the shelving or cabinets.
- Identify if it is a requirement for moving location numbers to be assigned and attached, without surface damage, to all items being moved that aligns with destination building floor layouts.
- Be clear as to the responsibilities for Permit and Regulatory Requirements with vendor certifying that they will obtain the necessary permits and licenses related to moving services and operations, including any special

permits for moving on Saturdays, Sundays, or Holidays, if necessary. Applicable costs for each required permit will be identified within the total quote provided for the service.

- The Eligible Entity should identify for vendors to secure permits, any and all proprietary regulations and restrictions, such as, but not limited to, individual Building Work Permits for all State buildings.
- Clearly identify the Risk of Loss and Insurance with necessary precautions and safeguards to prevent personal injury and property damage while performing services under the contract.
- Emphasize that it is the vendor's responsibility to ensure that their operations are conducted in a safe and secure manner at all times. The vendor will be responsible to replace/repair, at the Eligible Entity's sole option, any property damage(s) made during contract performance.
- Clearly specify that the Commonwealth of Massachusetts is **self-insured** and is not itself purchasing additional insurance under the name of the Eligible Entity or the Commonwealth. Departments are prohibited from insuring Commonwealth property under M.G.L. c. 29, § 30 absent specific legislative authorization. This means that a department is prohibited from insuring its property or equipment from damage or loss. In addition to being prohibited from insuring its own property, a department may not insure property it does not own. In the event that an Eligible Entity needs additional insurance coverage than what is provided by a Vendor and in order to adequately insure the value of the assets being moved (for example computer servers), then the Eligible Entity is authorized to pay a higher premium for the VENDOR TO INSURE the assets for loss and replacement and NOT for the Commonwealth to purchase a separate policy in the name of the Commonwealth. Vendors **must** offer this additional higher premium coverage and provide a certificate of insurance to the Eligible Entity.
- Clearly state in the SOW that an itemized Bill of Lading is to be prepared for every shipment transported, this will be the same as shown on the order for service. Once received the Bill of Lading will be reviewed and approved by the Eligible Entity prior to loading of the goods verifying the following:
  - Vendors Name and Address and responsible contact person
  - Vendors Telephone numbers during work hours and emergency after hours
  - Eligible Entity Name, Address, and telephone number of responsible contact person
  - Services ordered and amount charged

#### **Worthless (Scrap) Furniture Removal**

All state agencies **must** first submit a list of their worthless equipment to the Commonwealth of Massachusetts State Surplus Property Office (SSPO), Operational Services Division, One Ashburton Place, Room 1017, Boston, MA 02108, Phone: 617-720-3300 Fax: 617-727-4527 for permission to dispose and follow all SSPO policies and procedures before identifying surplus furniture as scrap. Agencies are asked to first complete the Scrap Furniture Disposal Form and provide the vendor with a copy of this form prior to receiving a written estimate from the vendor.

Local municipalities or other non-state entities do not have to write to SSPO prior to the removal of their worthless items by a service.

#### **Additional Statement of Work (SOW) Considerations for Scrap Removal**

- Details of the responsibilities of the services to be rendered for Worthless (Scrap) Furniture Removal should be included within a Statement of Work (SOW) as identified above for all moving services for specific services, identification of items, site visit, cost estimates, etc.
- Additional details will include a written report explaining where and how the surplus furniture will be disposed of (i.e. recycled, sold-off, or destroyed). It is desirable that as much of the scrap as possible be recycled.
- Be sure that the total quoted cost includes specific language that the vendor will remove, pack, and incur all freight costs with the transport of all scrap office furniture.
- To avoid potential additional costs such as overtime, it is suggested that the user specify that the removal of scrap office furniture will take place during the facility's regular work hours.
- Clearly state that the vendor will take all office furniture listed on the Scrap Furniture Disposal Form. The Vendor will not be allowed to remove only the furniture that looks desirable and leave the remainder.

**Recycling:** Eligible Entities may work with their vendors to secure recycling under the Statewide Contract (SWC) for Solid Waste and Recycling Services currently identified as FAC33 or a successor SWC.

## Vendor List and Contract Information

The available contractors are listed below. Supplier involvement in any of the following programs will have the appropriate three to four letter code at the end of the vendor listing. Programs include Small Business Purchasing Program (SBPP), Supply Diversity Office Certification (SDO, Formerly SOMWBA Certification), Supplier Diversity Program (SDP, Formerly AMP), Environmentally Preferable Products Program (EPP), and Prompt Pay Discount (PPD):

Vendor	Contact	Phone #	Email	OSD Program
ABC Moving & Storage	Telly Sbat	800-633-6000 x731	<a href="mailto:telly@abcmoving.com">telly@abcmoving.com</a>	SBPP, PPD, EPP, SDP
ABC Moving Services	Sam Graves	617-625-6683	<a href="mailto:sam.gravesjr@abcmoving.biz">sam.gravesjr@abcmoving.biz</a>	PPD, EPP, SDP
A.Walecka & Son, Inc.	Thomas Muldoon	800-221-2158	<a href="mailto:tomm@awalecka.com">tomm@awalecka.com</a>	PPD, EPP, SDP
Casey & Hayes Movers	Bob Mullin	617-269-5900 x242	<a href="mailto:BMullin@Caseyhayes.com">BMullin@Caseyhayes.com</a>	SBPP, PPD, EPP, SDP
EA Spry & Co Inc. (Spry Moving)	Richard Spry	781-933-8250	<a href="mailto:rickspry@sprymoving.com">rickspry@sprymoving.com</a>	SBPP, PPD, EPP, SDP
Roger Sitterly & Son, Inc. (Sitterly Movers)	Rod Sitterly	800-533-1171	<a href="mailto:info@sitterlymovers.com">info@sitterlymovers.com</a>	SBPP, PPD, EPP, SDP
Spike Inc. (Olympia Moving & Storage)	Todd Davis	617-926-5555	<a href="mailto:tdavis@olympiamoving.com">tdavis@olympiamoving.com</a>	PPD, EPP, SDP
Sterling Corporation	Scott Reiland	781-844-0759	<a href="mailto:sreiland@sterlingmail.com">sreiland@sterlingmail.com</a>	PPD, EPP, SDP
Wakefield Moving & Storage	Randy Davekos	978-360-8152	<a href="mailto:rdavekos@wakefieldmoving.com">rdavekos@wakefieldmoving.com</a>	SBPP, PPD, EPP, SDP
William B. Meyer, Inc	Ted Kennedy	800-873-6393 x100	<a href="mailto:kenedy@williamsbmeyer.com">kenedy@williamsbmeyer.com</a>	PPD, EPP, SDP
William Lowe & Sons	William Lowe	617-242-8600	<a href="mailto:lowemovers@meganet.net">lowemovers@meganet.net</a>	SBPP, PPD, EPP, SDP
William Walsh, Inc. (Walsh Movers)	Christine Multari	508-897-6900	<a href="mailto:christine@thewalshcos.com">christine@thewalshcos.com</a>	SBPP, PPD, EPP, SDP

## Strategic Sourcing Services Team Members

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## Summary of Where to Obtain Important Contract Information

To obtain more contract information please go to the Comm-PASS ([www.comm-pass.com](http://www.comm-pass.com)) website, on the “Contracts” tab, in the Document Number box enter Document Number FAC78 (no spaces), click the “Search” button, the page looks almost the same – click on the underlined link “There are 1 Contract(s) found that match your search criteria”, click on the eyeglasses to the right of the FAC78 information, click on the tab of interest, and click on the eyeglasses to the right of any information of interest.

Contract User Guide	“Forms & Terms” tab
Price List all Vendors	“Forms & Terms” tab
Statewide Prevailing Wage Rates	“Forms & Terms” tab
Topical Outline of Massachusetts Prevailing Wage Law	“Forms & Terms” tab
6 Regions List	“Forms & Terms” tab
Purchase Order Form for Cities/Towns	“Forms & Terms” tab
RFR FAC78 Main Solicitation Document	“Forms & Terms” tab
Vendor Information/Locations	“Vendor” tab bottom of each page o0o